

**CONNECTICUT DEPARTMENT OF LABOR
JOB OPPORTUNITY
DIRECTOR OF LABOR OPERATIONS
UNEMPLOYMENT INSURANCE**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public – Individuals Must Meet Eligibility Requirement

Location: 200 Folly Brook Boulevard, Wethersfield, CT

Job Posting No: 658

Hours: Full-time

Salary: \$105,623 - \$144,021*

Closing Date: July 16, 2014

The Connecticut Department of Labor has approximately 850 employees, with approximately 300 employees working in the Unemployment Insurance Division. As a State of Connecticut employee you would receive a generous benefit package. Benefit and options include: a choice of medical and dental plans; an excellent retirement plan; deferred compensation plan; 12 paid holidays, personal leave, sick leave and a generous vacation plan.

Eligibility Requirement: Candidates must apply for and be admitted into the recently announced Director of Labor Operations exam (closes on July 16, 2014) being offered by the Connecticut Department of Administrative Services. Please refer to the exam announcement for eligibility requirements. Candidates must receive a passing score in order to be considered for appointment. Please refer to the Connecticut Department of Administrative Services website www.das.state.ct.us for the exam announcement or this link http://das.ct.gov/HRDocs/JobExams/Director_of_Labor_Operations_7.1.14.pdf. Please note if you are interested in being considered for this vacancy you must send application materials to the address below and also separately apply for the state exam sending your examination materials to the address on the exam announcement. Individuals who have achieved permanent status in the classification of Director of Labor Operations in the State of Connecticut may also apply for consideration.

Duties: Directs administration and integration of programs and operations for Unemployment Insurance; assumes a central role in development and promulgation of department policies, procedures and goals; coordinates policy application to ensure consistency throughout assigned area; participates in strategic and operational planning initiatives and resource allocation including determining appropriate staffing levels; designs and implements performance review standards for staff; identifies problems or deficiencies in operations of assigned area and oversees implementation of solutions; administers budget, directing assignment of staff and resources as appropriate; prepares comprehensive reports on assigned operations; promotes implementation of a high quality, customer needs driven approach to service delivery and program operation; facilitates and coordinates training initiatives for assigned staff; assists in marketing of agency services such as representing department as a public speaker; performs related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

*Candidates not currently employed by the state of Connecticut normally start at the minimum salary.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and a State of Connecticut Application for Examination or Employment (CT-HR-12), and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. The application must include the Job/Title and Job Posting Number in Section 2. Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing date. Submit or fax to:

**DEPARTMENT OF LABOR – HUMAN RESOURCES
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX NUMBER (860) 263-6699**

Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Not all applicants may be granted an interview.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed	Signature of Applicant
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As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

_____	_____
Date Signed	Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained/reviewed at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf